



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY FORCES COMMAND
FORT MCPHERSON, GEORGIA 30330-6000

REPLY TO
ATTENTION OF
AFLG-PR

18 June 1999

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Contracting Information Letter (CIL) 99-30, Contracting Continuing Education Unit (CEU) Program

Reference enclosed memo, SAAL-PM, 20 May 1999, SAB. This memo provides policies and procedural guidance for the implementation of the Army CEU Program. The CEUs awarded for Defense Acquisition University (DAU) courses may be found in Appendix H of the current catalog. For additional information, please contact Clyde Thomas at DSN 367-6372.

Encl
as

TONI M. GAINES
Chief, Contracting
Division, DCSLOG
Principal Assistant Responsible
for Contracting

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REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY
RESEARCH DEVELOPMENT AND ACQUISITION
103 ARMY PENTAGON
WASHINGTON DC 20310-0103

20 MAY 1999

JUN 3 1999

SAAL-PM

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Contracting Continuing Education Unit (CEU) Program

References:

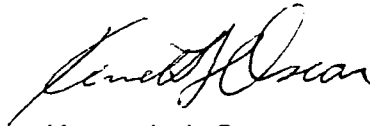
- a. Contracting and Acquisition Career Program (CP-14) ACTEDS Plan, August 10, 1998.
- b. SARD-PM Memorandum, February 5, 1999, Subject: Continuing Education Unit Program.
- c. Under Secretary of Defense (Acquisition and Technology) Memorandum, December 15, 1998, Subject: Continuous Learning Policy.

Reference a, Section VII established a policy requiring 80 Continuous Learning Points (CLPs) over a 2 year period for members of CP-14 who have completed the DoD certification requirements for the position they encumber. The preferred methodology for acquiring the CLPs is through the CEU program because it has more rigor and higher standards than CLPs. By reference b, I asked each of you to review the proposed CP-14 CEU Program and respond by February 26, 1999. Comments received generally support this new initiative.

Accordingly, I am issuing this new program initiative and ask for your assistance and support in its implementation. The new program is included at Enclosure 1.

The Director, Acquisition Career Management Office is developing policies and procedures to implement reference c. within the Army. We are working closely with that office to insure that the basic precepts of the CEU Program are included where appropriate, in Army implementation of the CLP.

Any questions or comments should be directed to Dr. James Edgar at (703) 681-1043 or e-mail edgarj@sarda.army.mil.



Kenneth J. Oscar
Functional Chief's Representative
Civilian Contracting and Acquisition
Career Program

Enclosure

DISTRIBUTION:

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Building 4488, Redstone Arsenal, AL 35898-5000

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4118 Susquehanna Avenue, Aberdeen Proving Ground, MD 21005-
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Building 1208E, Fort Monmouth, NJ 07703-5000

U.S. Army Industrial Operations Command, ATTN: AMSIO-AC,
Building 350, 5th Floor, N Wing, Rock Island, IL 61299-6000

U.S. Army Tank-automotive and Armaments Command, ATTN:
AMSTA-AQ, Building 231, Warren, MI 48397-5000

Defense Supply Service - Washington, 5200 Army Pentagon,
Washington, DC 20310-5200

→ Headquarters Forces Command, ATTN: AFLG-PR, 1777 Hardee
Avenue, S.W., Fort McPherson, GA 30330-1062

Third United States Army/U.S. Army Forces Central Command, 1301
Anderson Way S.W., Fort McPherson, GA 30330-1064

U.S. Army Medical Command, ATTN: MCAA-PARC, 2107 17th Street,
Building 4197, Suite 69, Fort Sam Houston, TX 78234-5069

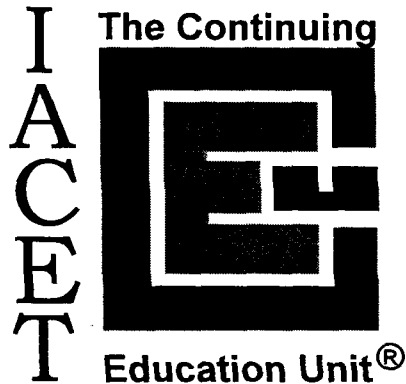
U.S. Army Intelligence & Security Command, ATTN: IAPC, 8825
Beulah Street, Fort Belvoir, VA 22060-5246

U.S. Army Medical Research and Materiel Command, ATTN: MCMR-
AAZ-A, 820 Chandler Street, Fort Detrick, MD 21702-5014

CP-14 CONTINUING EDUCATION UNIT (CEU) PROGRAM

Purpose

To provide policy and procedural guidance for the Continuing Education Unit Program (CEU) sponsored by the Contracting Career Program Office. This program provides a means for continuous professional development for the members of the Contracting and Acquisition Career Program and others who may participate in the education and training opportunities provided through the Contracting Career Program Office.



Background

The Defense Acquisition Workforce Improvement Act (DAWIA), Public Law 101-510, Title XII (10 U.S.C. 1701-64), and subsequent DoD implementing regulations, put into place standards and processes that would focus on improving the effectiveness of the people who work in the defense acquisition system. DAWIA established a comprehensive framework for a career program for all personnel who wish to pursue careers in the defense acquisition career field which, as defined by Congress, included all DoD personnel working in contracting. That framework established organizational responsibility and set minimum policy objectives for each of the elements of a career program: accession, education, training, experience, assignment, promotion, and retention.

DAWIA established the minimum standards for assignment to contracting positions, minimum standards for certification associated with positions requiring skills at different levels, and minimum standards for accession into the Army Acquisition Corps. These actions are a necessary condition for a professional contracting workforce. But they alone are not sufficient for a world-class contracting workforce at the end of the 20th Century. To maintain our capability, we must develop a workforce that is constantly learning, innovating, and delivering new and better services.

References

- a. DoD 5000.52-M, "Career Development Program for Acquisition Personnel," November 1995
- b. AR 690-950 Civilian Personnel Career Management
- c. Contracting and Acquisition Career Program CP-14 ACTEDS Plan

Enclosure 1

Applicability

These policies and procedures are applicable to all individuals who receive CEU type training sponsored by the Contracting Career Program Office.

Definitions and Concepts

Continuing Education. Structured educational and training experiences for personal or professional development in which participants are assumed to have previously attained a basic level of education, training, or experience.

Activity. An event planned to cause learning.

Contact. Interaction between a learner and instructor, or between a learner and materials which have been prepared to cause learning. Contact implies two-way communication for the learner to receive feedback.

Education. A process of acquiring knowledge whereby individuals learn to think and reason beyond the level of application.

Training. A planned learning experience whereby individuals learn to perform a specific skill.

Learning Need. The gap between a learner's current level and some desired level of knowledge, skills, attitudes, or performance.

Continuing Education Unit (CEU). One CEU is ten contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction.

Policy

Continuous Learning is critical to self-development and to professionalism. The concept of continuous learning for contracting professionals is designed to ensure that, in addition to meeting the minimum statutory requirements for training, education and experience, a mechanism is in place to encourage and promote professional development throughout an entire career.

To ensure the highest degree of professionalism in the Contracting and Acquisition Career Program, workforce learning must be continuous throughout an individual's career. Professionals should participate in continuous learning activities throughout their careers to maintain currency in their specialties; develop competency in more than one acquisition career field; keep abreast of policies and programs; be exposed to the most advanced management principles and practices in the public and private sectors; pursue advanced technical, business and managerial degrees; and, prepare to assume critical, key technical, managerial and leadership positions.

Once certification requirements at a specific level are achieved, continuous learning activities should become the focus. Attaining certification standards takes precedence, but IDPs must support continuous learning beyond the certification baseline. The Continuous Learning standard for CP-14 is the completion of 80 Continuous Learning Points every two years after completion of certification requirements for the position encumbered, with one point awarded for each hour of Continuous Learning participation. The preferred methodology for acquiring Continuous Learning Points for CP-14 personnel is through the completion of Continuing Education Units (CEUs).

Procedures.

The Deputy Assistant Secretary of the Army (Procurement) is an authorized sponsor of Continuing Education under the aegis of the International Association of Continuing Education and Training (IACET). The Director of the Contracting Career Program Office (SARD-PM) may award CEUs to individuals attending appropriate training and education sponsored by that office which meets the IACET criteria. The Career Program Office will: publicize the number of CEUs provided for a particular training instance; issue a certificate with the number of CEUs awarded; maintain a database by individual of CEUs awarded; and will issue to requesting individuals a transcript of CEUs awarded by the Career Program Office (See sample transcript).

APPENDIX A

CP-14 CEU PROCEDURES

Calculating a CEU.

One CEU is awarded for each 10 contact hours of instruction. A contact hour is one clock hour of interaction between a learner and instructor, or between a learner and materials which have been prepared to cause learning, e.g., self-paced instructional texts or computer based training (CBT). The 50-minute hour is accepted by IACET within organizations where the practice is widely used. CEUs may be awarded in fractions expressed as tenths. For example, if approved instruction is conducted over a day and a half from 8:00 A.M to 5:00 P.M. the first day and 8:00 A.M to noon the second day with an hour for lunch, the student would receive 1.2 CEUs.

Understanding the calculations for a CEU is more relevant to sponsors and providers, but CP-14 personnel who will be required to accrue 80 Continuous Learning Points every two years will be interested in the calculation process and how to convert CEUs to Continuous Learning Points. *One CEU equals ten Continuous Learning Points.* Classes and training for which CEUs are awarded, obviously provide a quick and simple method for accruing the biannually required 80 Continuous Learning Points, and meet the rigor of the criteria established by an internationally recognized organization.

Activities for Which CEU are NOT Intended.

The following list describes activities for which the awarding of CEUs is not intended. While these activities may be judged as worthwhile learning experiences they should be measured and documented by some form of measurement other than the CEU. However, many of these activities may support individual self-development objectives, or be professionally enhancing; and, if agreed to by the supervisor, could be credited toward an employee's Continuous Learning Point requirement.

- Academic Credit Courses. CEU may be awarded for academic credit courses, which meet the CEU criteria; however, individual participants should not receive both CEU and academic credit.
- Association Membership and Leadership Activities. Holding membership or serving in some leadership capacity in an association or society.
- Committee Meetings. Participation in committee meetings and activities.
- Entertainment and Recreation. Attendance at cultural performance, entertainment, or recreational activities unless they are an integral part of a planned course which meets the CEU criteria.

- Individual Scholarship. Independent writings such as articles, books, research reports, or presentation of papers outside a planned, directly supervised continuing education experience that fulfills CEU criteria.
- Mass Media Programs. Programs delivered through the mass media (e.g., television, radio, and newspaper) do not qualify for CEU, unless these presentations are an integral part of a planned course, which meets the CEU criteria.
- Some Meetings, Conventions, Exhibitions. Meetings, conventions, and exhibitions, which attract large numbers of participants, involve different activities, and are conducted primarily for information sharing purposes generally, do not qualify for CEU. Planned learning activities within such events, which meet the criteria, are eligible for CEU.
- Travel. Travel or participation in a travel-study program, unless the educational component of the travel-study program meets the CEU criteria.
- Unsupervised Study. Individual, self-directed study or other form of independent learning experience not planned, directed, and supervised by a sponsor.
- Work Experience. On-the-job training and other work experiences do not qualify for CEU unless the work experience is structured as part of a planned and supervised continuing education experience that meets the criteria. CEU are not to be awarded for life or previous work experiences.

Number of CEUs for successful completion.

The following table indicates each of the training programs currently sponsored by SARD-PM for the award of CEUs and the number of CEUs awarded for completion of the training. In all cases the criteria for successful completion includes attending the entire course and completing all work assignments designated for each class.

CLASS	CEUs	PROVIDER
Basic Acquisition Reform Training	1.6	Commercial Training Vendor
Advanced Acquisition Reform Training	1.6	Commercial Training Vendor
Performance Based Work Statements	0.8	Commercial Training Vendor

Other/Future Programs.

As other education and training programs are identified and evaluated, this list will be updated on a regular basis. Also, CP-14 training for which CEUs will be awarded will include the number of CEUs attributable to that training in future FCR announcements. Executive Training sponsored by SARD-PM with the leading schools may qualify for the CEU if this offerer also meets appropriate IACET criteria.

Records Maintenance.

There are basically four types of records created relative to CEU education and training sponsored by SARD-PM. The first is a record of attendance. This is maintained by the training provider and given to SARD-PM. This record of attendance is based on information provided by the attendee. This is not necessarily a permanent record, but is

used to provide the basis for the second type of record. If the attendee provides inaccurate information, then most likely the permanent record will be inaccurate. The second type of record is the permanent CEU record of individual participation. This record is maintained by SARD-PM and is derived from the records provided by the training provider. The third type of record is a transcript. SARD-PM will provide, to any individual who has attended SARD-PM sponsored training, a transcript of all awards of CEUs for that individual. Permanent records will be maintained for a minimum of seven (7) years. A sample transcript is included as inclosure 1. To obtain a transcript a written request must be forwarded to SARD-PM. A sample transcript request is provided as inclosure 2, and is available on the WWW. It is important that participants understand that this training, or the award of CEUs is not necessarily reflected in their OPF or in ACPERS, since attendees may include uniformed members from all services, or civilian employees from any federal agency or private industry. The fourth and final type of record is a certificate of completion. The certificate of completion is not required, and in most cases if provided will be provided by the training provider. A sample certification of completion is provided as inclosure 3.

APPENDIX B

Commonly Asked Questions.

How do I get a transcript of all of my CEU credit?

Forward a copy of the transcript request form included as an inclosure to this memo, or available on the WWW.

Will the transcript include all of my CEU credits?

The transcript will include all CEU credits sponsored by SARD-PM, and records will be maintained for a seven-year period.

Can I receive a portion of the assigned CEU credit, if I attend only a portion or the class?

Yes, theoretically for certain classes, but there are certain learning outcomes that are required to receive partial CEU credits. As a practical matter, SARD-PM is not awarding CEUs for partial attendance.

Can CEU credit be awarded retroactively?

NO! A determination has to be made before a program is conducted that it meets the criteria and has been approved by the sponsor's internal review process. For example, Basic Acquisition Reform Training conducted prior to SARD-PM becoming an authorized CEU sponsor (August 1997) is not eligible for CEU credit.

Who will use CEU records?

Program participants who need documentation of their learning activities for submission to organizations such as licensing boards, certification agencies, professional associations, and employers. Examples include, CEU transcripts used to substantiate progress toward meeting Continuous Learning Program requirements, or the National Contract Management Association accepts CEUs as a method for meeting recertification requirements for their two certification programs, the Certified Professional Contracts Manager (CPCM) and the Certified Associate Contracts Manager (CACM).

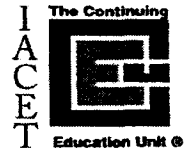
How do CEU relate to college credit?

The CEU was developed for learning activities usually of short duration, which are not parts of an academic degree program. However, some academic college courses may be

taken for academic credit or CEU credit; individuals may select one crediting method or the other, but not both. Generally speaking, “double dipping” is not allowed.

How do CEU relate to Defense Acquisition University (DAU) and Defense Systems Management College (DSMC) credit?

Most of DAU’s acquisition courses have CEU credits associated with them. The current version of the DAU Catalog has an appendix that lists course number and title and the CEU credit awarded for successful completion of the course. In this case “double dipping” can be used, e.g., DAU courses can apply for professional association recertification, continuous learning point credit, and acquisition workforce certification for an Acquisition Career Field.



Official Transcript

04-Dec-98

NAME: GOODE, STUDENT
SSN: 555-11-2222

1. This transcript provides an official record of all satisfactorily completed classes or courses for the individual named above. CEUs are not applicable for classes completed prior to August 12, 1997.

Completion

CEU	School	Course	Course Name	
98-03-12	CORNELL	STT 9801	BUILDING HIGH PERFORMANCE INTACT TEAMS	2.6

2. If you have any additional questions, please contact the Contracting Career Program office at DSN 761-1046 or Commercial (703) 681-1046.

James H. Edgar
Director,
Contracting Career Program Office

Privacy Act Warning
In accordance with the Privacy Act of 1974, This transcript must not be released to a third party without written authorization of the Student.

DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY
RESEARCH DEVELOPMENT AND ACQUISITION
CONTRACTING CAREER PROGRAM OFFICE
CONTINUING EDUCATION UNITS (CEU) TRANSCRIPT REQUEST
(Please print legibly or type)

NAME _____ SSN: ____ - ____ - ____

ADDRESS:

DAYTIME PHONE: (____) _____ DSN _____

MAIL TRANSCRIPT TO (IF OTHER THAN ABOVE):

AFTER COMPLETION MAIL OR FAX REQUEST TO:

DIRECTOR
CONTRACTING CAREER PROGRAM DIRECTORATE (SARD-PM)
OFFICE OF THE ASSISTANT SECRETARY OF THE ARMY (RDA)
ATTN: SARD-PM
5109 LEESBURG PIKE
SUITE 309
FALLS CHURCH, VA 22041

FAX: (703) 611-1121

IF YOU HAVE ADDITIONAL QUESTIONS, PLEASE CALL (703) 681-1046 OR DSN 761-1046

PRIVACY ACT STATEMENT: AUTHORITY: 10 USC 8012; E.O. 9397. PRINCIPAL PURPOSE: To request mailing of student official Continuing Education Units (CEU) transcript. ROUTINE USES: To authorize transmittal of official CEU transcripts to the student or agencies designated by the student. SARD-PM staff and other Federal agencies having a need to know may refer to this record in the performance of their official duties. SSN is used to make positive identification of individual and record. DISCLOSURE: Voluntary, however, failure to provide the information will result in the student or designated agency not receiving CEU transcripts as requested by the student.

STUDENT SIGNATURE: _____ DATE: _____



DEPARTMENT OF THE ARMY CERTIFICATE OF TRAINING

This is to certify that

Jim Edgar

has successfully completed the
Basic Acquisition Reform Training Course
the twenty-first of November 1997

Given at BRTRC, Fairfax VA



The Office of the Deputy Assistant Secretary of the Army (Procurement) is an Authorized CTD sponsor member of the International Association for Continuing Education and Training. This course awards 2.0 Continuing Education Units. The CTD is an internationally recognized unit of measure for continuing education and training programs that meet certain IACET criteria.

Dr. Kenneth J. Oscar
Deputy Assistant Secretary of Army
(Procurement)